**UPTON BY CHESTER NEIGHBOURHOOD PLAN.**

Minutes of the Steering Group meeting held on Tuesday 29th September 2015, 7.30pm at St Columbas Church Hall, Upton.

Present: A Bennion, J Cameron, P Coombe, Mrs Coombe, D Evans, Cllr J Evans,

L Mellor, B Southward and M Worden.

In attendance: Mrs S Pollard (Clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Bartliff, J Coombe, Cllr Houlbrook and P Lott.

Cllr Bryan and Cllr Ford were also absent.

**Resolved: apologies noted.**

**2. MINUTES OF THE LAST MEETING.**

It was noted that according to the new Terms of Reference, at least one Parish Councillor must be present at each meeting to be quorate.

**Resolved: that the Minutes of the last meeting and the amended Minutes of 3rd August were approved as a correct record and signed by the Chairman. The clerk will highlight the importance of Councillor attendance at Steering Group meetings, at the next Parish Council meeting**

**3. MATTERS ARISING.**

**Resolved: that the clerk will send a parish boundary map to Bob Hadfield. Mike Worden will provide a written breakdown of the funding request to the Parish Council to be submitted by the clerk at the full PC meeting on 19th October.**

**The final amended Terms of Reference will be presented for approval at the Parish Council meeting of 19th October; confirmation of Parish Councillor membership will be asked for.**

**4. CHESHIRE WEST AND CHESTER UPDATE.**

The latest information from Cheshire Community Action has been circulated.

**5. RESOURCES UPDATE.**

**Resolved: as above; MW to provide a report for the clerk to submit to the Parish Council for approval.**

**6. QUESTIONNAIRE.**

Further adjustments to the wording and font size were made. Members of the steering group reviewed the latest versions of the proposed logo and identified one for use on the Upton 2030 documentation and presentation and marketing material.

**Resolved: that Phil Coombe will liaise with Bob Hadfield and final drafts of both the questionnaire and the logo will be circulated to all for final approval on email; failure to meet a majority agreement, MW will make the final decision.**

**7. NEXT STEPS.**

**Resolved: that:**

SP will check with the Race Horse public house that they are happy to host a survey collection box.

SP will send a copy of the final questionnaire to Catherine Morgetroyd.

SP will send a covering letter and copy of the questionnaire to Upton businesses.

JE will send a covering letter and copy of the questionnaire to Upton schools and invite pupils to get involved with the Neighbourhood plan project.

SP will source a list of Upton community groups and clubs.

SP will organise a press release in time with the consultation questionnaire launch.

SP will formally instruct the printer and the distributor as per the specification provided by PC.

**8. ANY OTHER BUSINESS.**

**Resolved: that the working party will extend its brief to produce materials for and agree the layout of the display boards, in liaison with BH. A poster will be produced for use in the notice boards and other areas.**

**9. DATE AND TIME OF THE NEXT MEETING.**

**Resolved: that the date of the next meeting will be on 20th October at 7.30pm at St Columbas Church Hall.**